

## How to Register for a PAC, CC&E, & Lobbyist

<https://financial-disclosures.sos.arkansas.gov/index.html#/index>

- Go to link above to access the Financial Disclosure system.
- In the top right corner there will be a “Register” and Sign In” button. Click on Register.
- Once you click on register, you will have three disclosure options to click on. If you are registering a PAC, Committee, or CC&E you will select “Financial Disclosure”. Lobbyist will select “Lobbyist”.
- Select your registration type (Candidate, PAC, etc.) and click on Register.
- Fill out the candidate or committee’s information. Please note that you have to fill out everything underlined in red to save the information.
- Once you have successfully completed the information, you will need to click on the “Save” button at the bottom of the screen.
- Once you click save, the system will prompt you to print a Signature Card. You will need to get this form signed and notarized first, then turn into our office by mail or in person to process. Please note that you will not have access to your account until we receive and approve the Signature Card.

❖ Your Username will be your email address you provided when you registered. Once we receive and approve your Signature Card, the system will send you an email with a link to set up your password to log in.

If you have any questions or concerns please don’t hesitate to call.

501-682-5070